

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Assistant Chief Counsel	Assistant Chief Counsel
NAME OF INCUMBENT:	POSITION NUMBER:
Deanna Asuncion	280-303-5871-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Benefit/Administration/Workforce Programs	Carole Vigne
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Legal Office	General Counsel, Exempt
BRANCH:	REVISION DATE:
Executive Branch	2/22/2021
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) <i>Click here to enter text.</i>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the General Counsel, the Assistant Chief Counsel (ACC), in coordination with the other ACC, plans, directs, and reviews the work of the legal staff, including attorneys and legal analysts; manages the review and approval of legal opinions to the Department on policies and procedures; handles the most complex, politically sensitive matters involving the Department; and provides direction to ensure compliance, consistency, and stability for the Department in interpreting statutes, regulations, and case law.</p> <p>The incumbent contributes toward the growth of the Legal Office to ensure that the evolving needs of the Department are met, through change management principles and workflow design. The incumbent must possess strong management, leadership, and communication skills as they will be responsible for strategic planning, workload management, and leading a team of professional staff.</p>	

The ACC must maintain a high level of integrity, professionalism, confidentiality, resourcefulness, dependability, thoroughness and accuracy; and must exercise initiative and discretion. The ACC must behave in an honest, fair and ethical manner; display superior work habits (e.g., organizational skills, accountability, timely completion of assignments); work independently, produce the highest quantity and quality of legal work; and adhere to department/division directives, policies and procedures. The ACC is expected to be professional, courteous, and work cooperatively with all levels of the Legal Office's and Department's management, staff, and the public.

Percentage of Duties	Essential Functions
35%	Proactively develops sound legal opinions and provides advice and consultation to the Department's General Counsel, Executive Leadership, and Branch Chiefs on the most complex and sensitive legal, enforcement, and policy issues. Assumes leadership in establishing policy and procedures for the Department in compliance with applicable federal and state rules, and oversees legal advice and representation by staff attorneys regarding a variety of practice areas, including but not limited to: the administration of unemployment insurance, disability insurance, and paid family leave benefit programs and related workforce services; the auditing and taxing of wages for misclassified workers; the representation of the Department in administrative proceedings involving personnel matters, claims for refund, discrimination claims, government tort claims; drafting and negotiating of contracts and data sharing agreements and obtaining necessary approvals from oversight agencies; responding to Public Records Acts requests, subpoenas, and other requests for information; analyzing legislative bills; engaging in rulemaking; etc. Ensures consistency, fairness, and uniform application in implementing applicable laws and procedures concerning the administration of Department matters.
25%	Supervises legal staff, planning, assigning, and reviewing work product, and ensuring timeliness of and quality of legal analysis and writing assignments. Independently manages projects to timely completion, including through allocating the appropriate resources and obtaining necessary approvals. Provides clear direction and guidance to legal staff prior to the start of assignments, communicating and ensuring understanding of objectives, quality expectations, and time constraints. Responsible for ensuring all work items are completed timely and accurately by monitoring and tracking attorney workload and performance. Coaches and mentors staff to strengthen skills and address areas of needing growth through the preparation of probationary reports and annual performance appraisals and carries out disciplinary actions, when necessary, and provides continual training and feedback which encourages the professional growth of legal staff. Directs and coordinates activities to recruit and hire new legal staff, and prepares and finalizes budget change proposals for the Legal Office. Actively seeks to enhance office operational capacity through Business Process Improvements, strategic planning, and innovation.
20%	Directs legal representation in administrative proceedings before the CUIAB, SPB, CalHR, DFEH, and EEOC relating to administrative matters, including drafting pleadings and actions, interviewing witnesses, responding to discovery requests, attending pre-hearing settlement conferences, attending evidentiary and merit hearings, and negotiating settlements. May act as lead or co-counsel over less experienced staff on difficult and complex cases.

Civil Service Classification

Assistant Chief Counsel

Position Number

280-303-5871-001

10%	Represents the Department and the General Counsel in complex state and federal court cases handled by the Attorney General's Office. Prepares reports relating to litigation matters for use by the General Counsel.
5%	Consults with the Governor's Office, legislative officials or their staff, the Labor and Workforce Development Agency staff on politically-sensitive legal, legislative, and policy issues.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

Type of Environment:
☒ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Possible telework
Interaction with Customers:

☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:*(List total per each classification of staff)*

Supervision for half of the Legal Office consisting of: 3 Attorney IVs, 8 Attorney IIIs, 7 Attorneys, 4 Senior Legal Analysts, 3 Legal Analysts; 3 Staff Services Analysts; 1 Legal Support Supervisor I; 2 Senior Legal Typists; 1 Office Assistant (Typing).

6. SIGNATURES**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Civil Service Classification
Assistant Chief Counsel

Position Number
280-303-5871-001

Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	AEL	2/22/2021
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file